



POLICY

Approved by: Rebecca R. Hunter, Commissioner	Policy Number: 12-024 (Rev.1/16)
Signature: <i>Rebecca R. Hunter</i>	Supersedes: 11-032; 88-033; 12-024
Application: Executive Branch Agencies, Human Resource Officers	Effective Date: June 1, 2015
Authority: T.C.A. § 4-3-1703, T.C.A. § 8-30-104	Rule: Chapter 1120-04

Subject:

Salary Adjustments

The requesting agency shall submit to the Department of Human Resources (DOHR) written justification approved by the agency's appointing authority explaining why a salary adjustment for an employee is warranted. The DOHR reserves the authority to approve or disapprove requests submitted in accordance with this policy for any reason, including, but not limited to, concerns involving budget. If additional information is required, the agency must provide the information before DOHR will issue a determination.

The agency's Appointing Authority, and when applicable, the Chief Budget Officer must sign the request certifying the agency's ability to fund the requested salary adjustment.

Listed below are five types of salary adjustments. The Department reserves the right to approve other salary adjustments based on the good of the service, subject to funding approval.

Salary Equity Adjustment

Equity adjustments may be granted to lessen the severity of existing salary inequities between an employee and other employees in the same job classification. In these situations, particular attention will be given to employees within the same work unit and agency. Typically, DOHR will not approve equity adjustments to alleviative salary inequities caused by appointing a new hire above the range minimum based upon the employee's credentials or to lessen the inequity caused by a previous practice of in-range hiring.

Salary equity adjustments may also be given to an employee who is permanently assigned additional responsibilities that are more complex than those typically performed by the employee's current classification. Information detailing both the employee's former job duties and new job duties must be included in the formal request. An employee may only receive one equity salary adjustment within a twelve (12) month period. Salary equity adjustments may not increase an employee's salary over the range maximum of their current classification.

Salary adjustments of one (1) stepⁱ or less will not receive an extensive review by DOHR. Upon receipt, the request will be sent to the Agency Resource Center (ARC) for processing, provided the employee has not received an equity adjustment within the last twelve (12) months.

Temporary Assignment Adjustment

A salary adjustment may be given to an employee who is either temporarily assigned additional responsibilities that are more complex than the employee's current job classification or assigned to be on an irregular shift (shift differential). When the additional responsibilities are no longer being performed or the employee is no longer assigned to the irregular shift, the salary adjustment must be removed. The employee must sign an awareness statement acknowledging that this adjustment is temporary. An awareness statement is included below.

For temporary assignments based on additional responsibilities, it will be required that a copy of the signed awareness statement be submitted to the Agency Resource Center (ARC) in addition to the Assignment Differential request form when requesting an employee to receive a salary adjustment based on this criteria. It is recommended that the original signed awareness statement be maintained in the employee's personnel file within the agency's Human Resource Office.

For irregular shift assignments, it is recommended that a copy of this signed awareness statement will be maintained in the employee's personnel file within the agency's Human Resource Office.

College Degree Adjustment

An appointing authority may request a one-step salary adjustment when an employee obtains a college degree from an accredited college or university if the employee's major or minor is related to or enhances the employee's current job responsibilities. The appointing authority must submit to DOHR written justification explaining how the degree relates to or enhances the employee's current job classification. DOHR reserves the right to make the final decision whether the degree is related to the employee's current job classification. The effective date of

the approval will be the first day of the defined work week after the request is submitted to the Agency Resource Center.

Employees who obtained their college degree after October 3, 2012, will be eligible to receive the adjustment.

One-Time Incentive Bonus Payment Adjustment

An agency may request a one-time incentive bonus payment for any employee. The appointing authority must submit to the Department written justification detailing the incentive. Such payments shall not be made to compensate for additional work hours by an employee. An employee may only receive this bonus once per calendar year.

Questions regarding the approval of salary equity or assignment increases may be directed to the Agency Resource Center.

¹ Salary step or step is defined in the policy entitled "*Salaries for Preferred Employees.*"

DOHR Policy: Salary Adjustments	Policy Number: 12-024
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Acknowledgement and Awareness Statement

I, _____, from _____,
(Print – your full name) (Print – name of your department or agency)

I hereby certify that I have read and agree with the Department of Human Resources' Policy 12-024 that states the following for a Temporary Assignment Adjustment:

A salary adjustment may be given to an employee who is either temporarily assigned additional responsibilities that are more complex than the employee's current job classification or assigned to be on an irregular shift (shift differential). When the additional responsibilities are no longer being performed or the employee is no longer assigned to the irregular shift, the salary adjustment must be removed. The employee must sign an awareness statement acknowledging that this adjustment is temporary.

If I have questions regarding policy 12-024, I should contact my agency's Human Resources Office or the Agency Resource Center in the Department of Human Resources.

Signature

Date

The awareness statement is required to be submitted to the Department of Human Resources (DOHR), Agency Resource Center, in addition to the Assignment Differential form when submitting a request for an employee to receive a temporary pay adjustment based on additional responsibilities.

A copy of this signed awareness statement must also occupy the employee's personnel file whether the employee is assigned additional duties or working an irregular shift.